

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 07/10/2000	NUMBER 02.04.112
SUBJECT HONOR GUARD	SUPERSEDES 02.04.112 (12/22/97)	
	AUTHORITY MCL 791.203	
	ACA STANDARDS NONE	
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**POLICY STATEMENT:**

The Department shall provide an Honor Guard at public functions to enhance the image of the Department and improve staff morale.

**POLICY:**

GENERAL INFORMATION

- A. The Honor Guard is a specially trained and equipped unit comprised of Department personnel selected to represent the Department at public functions, including funerals for Department or law enforcement personnel killed in the line of duty and government ceremonies. The Honor Guard shall be administered by the Correctional Facilities Administration (CFA) Deputy Director.
- B. All required costs for employee participation in the Honor Guard (e.g., uniforms, travel) shall be borne by the employee's work location. Administrative leave for Honor Guard assignments shall be authorized only as set forth in PD 02.02.101 "Administrative Leave".

HONOR GUARD COORDINATOR

- C. The CFA Emergency Services Manager shall serve as the Honor Guard Coordinator in accordance with PD 01.01.110 "Correctional Facilities Administration". The Honor Guard Coordinator shall be responsible for the assignment of members to Honor Guard functions and scheduling all Honor Guard activities, as approved by the CFA Deputy Director. In conjunction with the Training Section of the Personnel and Labor Relations Division, Administration and Programs Administration (A&P), the Honor Guard Coordinator shall develop specialized training which Honor Guard members shall be required to attend.
- D. Subject to the approval of the Director, the Honor Guard Coordinator shall maintain, and update as needed, an Honor Guard Manual. The Manual shall provide current information on member selection, training, uniform requirements and the responsibilities and duties of the Honor Guard.

HONOR GUARD MEMBERSHIP

- E. The Honor Guard shall consist of a maximum of 32 members. Except for probationary employees, all Department staff are eligible to become members.
- F. Only volunteers shall be selected to be members of the Honor Guard. To be considered, an employee must be nominated by a member of the Administrative Management Team or the facility head. All nominations shall be in writing and submitted to the Honor Guard Coordinator.
- G. Honor Guard members shall be selected by a committee approved by the CFA Deputy Director. The committee shall consider the nominee's employment history and ability to participate in Honor Guard activities, including required travel, in making its selection.

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- H. An Honor Guard member may withdraw from the Honor Guard at any time by notifying the Honor Guard Coordinator. An Honor Guard member may be removed at any time from the Honor Guard at the discretion of the CFA Deputy Director or designee.

AUDIT ELEMENTS

- I. There are no audit elements for this policy.

BM:OPH:06/28/00